

Revised syllabus for Assistant Personnel Officer Grade (Level – 8 of Pay Matrix)

Passing Criteria: - General Category – 45% in each paper and 50 % in aggregate; SC/ST Category – 35% in each paper and 40% in aggregate

Exemption criteria for each paper – General Category – 60% or more; SC/ST category – 55% or more

PAPER – I (PART-I) Theory Without books (Marks – 50 marks) Time – One and half hour (1 ½ hour)	PAPER – II (PART-I) Theory Without books (Marks – 50 marks) Time – One and half hour (1 ½ hour)	PAPER – III (Without books) (Marks – 100 marks) Time – Three hour (3 hour)	PAPER – IV (Without books) (Marks – 100 marks) Time – Three hour (3 hour)
<ol style="list-style-type: none"> 1. Fundamental Rules & Supplementary Rules 2. CCS (Leave) Rules, 1972 3. CCS (LTC) Rules 4. CS(MA) Rules, 1944 & Contributory Health Service Scheme 5. Merit Promotion Scheme for S&T personnel 6. Reservation in Services – SC/ST/PWD/OBC/EWS 7. DPC proceedings and procedures 8. MACP 	<ol style="list-style-type: none"> 1. CCS (Pension) Rules, 1972, including CCS (Commutation of Pension) Rules, 1981 and National Pension System 2. Exercise of Financial Power (DAE) Rules as amended from time to time 3. General Financial Rules (latest edition) 4. GPF Rules 5. CPF Rules 6. GST 7. Domain knowledge on Information Technology 8. Personnel Management - Organizational Behavior <ul style="list-style-type: none"> • Communication Skills • Conflict Resolutions • Emotional Intelligence 	<ol style="list-style-type: none"> 1. Noting and Drafting (candidate would be required to prepare a Note/ draft on a given subject) 2. Precis writing 3. Office Procedure 4. Parliament Procedure 5. Constitution of India (General Knowledge of the Constitution with special reference to the chapters on Articles relating to Services, Property, Contracts, Finance and Comptroller and Auditor General, Public Service Commission) 6. Security Instructions 7. Knowledge of Organization and activities of DAE and its various units 8. Transaction of Business Rules 9. Allocation of Business Rules 10. Official Language Act & Rules 	<ol style="list-style-type: none"> 1. General knowledge of Acts / Code (Bare Act / Code without commentaries allowed) <ol style="list-style-type: none"> i. Occupational Safety, Health and Working Conditions Code, 2020 (Gazette No.37 of 2020 dated 28.09.2020) <ol style="list-style-type: none"> a) Chapter - I (Preliminary): Definitions with reference to the provisions of repealed Factories Act, 1948 and Contract Labour (Regulation and Abolition) Act, 1970 b) Chapter - II to XIV, except Part III to Part V and Part VIII of Chapter XI ii. The Code on Wages, 2019 (Gazette No.29 of 2020 dated 08.08.2020) <ol style="list-style-type: none"> a) Chapter - I (Preliminary): Definitions with reference to the provisions of repealed Payment of Wages Act. 1936 and Minimum Wages Act, 1948) b) Chapter - II to IX except Chapter IV iii. The Industrial Relations Code, 2020 (Gazette No.35 of 2020 dated 28.09.2020) except Chapter IV i.e. Standing Orders iv. The Code on Social Security, 2020 (Gazette No. 36 of 2020 dated 28.09.2020) <ol style="list-style-type: none"> a) Chapter - I (Preliminary): Definitions with reference to the provisions of repealed Employees Compensation Act, 1923) b) Only Chapters - VII, VIII, XII and XIV v. Indian Contract Act, 1872 vi. Atomic Energy Act, 1962 vii. Administrative Tribunals Act, 1985 (as applicable to Central Govt. employees) viii. Right to Information Act, 2005 ix. Fiscal Responsibility and Budget Management Act, 2003 x. Civil Liability for Nuclear Damage Act, 2010 xi. Atomic Energy (Arbitration Procedure) Rules, 1983 xii. Central Government Employee's Group Insurance Scheme, 1980 xiii. JCM Scheme 2. CCS (Conduct) Rules, 1964 3. CCS (CCA) Rules, 1965
PAPER – I (PART-II) – Practical With books (Marks – 50 marks) Time – One and half hour (1 ½ hour) Practical questions based on theory portion as for Part-I of Paper-I	PAPER – II (PART-II) – Practical With books (Marks – 50 marks) Time – One and half hour (1 ½ hour) Practical questions based on theory portion as for Part-I of Paper-II		